

AMBASSADOR'S SPECIAL SELF-HELP FUND  
EMBASSY OF THE UNITED STATES OF AMERICA  
P.O.Box 9123  
DAR ES SALAAM

Dear Applicant,

Thank you for your recent letter to the Ambassador and your interest in the Ambassador's Special Self-Help Fund. Please find enclosed the information necessary to submit a project application for 2006 funding. The application should be received by October 31, 2005 to be considered for 2006 funding. It is important to let you know that we receive many applications, and generally have enough funding for approximately ten projects throughout Tanzania per year. We, therefore, urge you to continue your search for funding from other sources.

The following is what we ask you to do in order to submit a completed application:

**READ THE GUIDELINES CAREFULLY** and note the kinds of projects, which we do and do not fund. Please note that newly founded cooperatives and clubs starting new income-generating projects are **NOT** eligible for funding. A group must have already started working, have a site, and must be earning income.

**HAVE A PLANNING MEETING WITH YOUR GROUP** to discuss exactly what the group needs and what you will apply for. Your request must be precise and detailed. Remember that this is to be a cooperative effort. Your group must be able to make a substantial contribution (purchases, VAT, labor, transport, etc.) to achieve the final goal. The project you propose must also be one, which can be completed in twelve months.

**COMPLETE THE APPLICATION CHECKLIST AND GATHER SUPPORTING MATERIALS AND DOCUMENTATION.** Tell us as much as you can about your community and how the project will benefit the group. If you are a group that is working together, please explain in detail what you are currently doing to earn income. Be very specific about what you want to purchase if you receive a grant, keeping in mind that we are unlikely to fund projects over **Tsh 6,000,000**. Be sure to get quotations for items you are requesting, including transport charges, if any. If you have any photographs of the project, please include them as well. **PROPOSALS SENT IN WILL NOT BE RETURNED.**

As you develop your project proposal, please keep in mind that the American Embassy contribution is a one-time only grant. No additional funds will be available for cost over runs or subsequent projects. We are currently accepting applications for our 2006 program. Funding decisions will be made early in 2006. Successful projects will be notified by July 2006.

All inquiries should be directed to:

Coordinator

Ambassador's Special Self-Help Program

U.S. Embassy

P.O. Box 9123, Dar es Salaam

Tel: 22-2668001 Ext. 4166, Fax #22-2668238

[http://tanzania.usembassy.gov/self\\_help\\_fund5.html](http://tanzania.usembassy.gov/self_help_fund5.html)

**AMBASSADOR'S SELF-HELP PROGRAM**  
**APPLICATION CHECKLIST**

GROUP/PROJECT NAME:

PROJECT MANAGER'S NAME:

ADDRESS:

TELEPHONE:

DISTRICT:

Please mark that the following are attached to this application:

\_\_\_ A full description of your group (co-op, club, etc.) telling number of members, how long you have been working together, current activities, etc. Add any other information about your group that may be helpful.

\_\_\_ Please include a copy of your registration if you are a registered co-op.

\_\_\_ Financial Information: What is your product or service? In the past 12 months: a) How much money have you received from the sale of your product or service? b) What have your costs been? c) How much has been paid in salaries and/or allowances? d) How much has the group reinvested in your enterprise? e) Is the group able to pay Value Added Tax (VAT) on the goods to be purchased?

\_\_\_ A clear statement of the project you wish to undertake and exactly what you are requesting with grant funds. Specify what your group will contribute.

\_\_\_ Quotation invoices for items to be purchased.

\_\_\_ Supporting letters from district officials with names, contact addresses and telephone numbers.

\_\_\_ A map clearly showing the location of your project and how it may be reached from the nearest large town, indicating distances and unpaved roads.

**YOUR APPLICATION MAY NOT BE CONSIDERED WITHOUT THE**  
**SUPPORTING DOCUMENTS**  
**ALL MATERIALS MUST BE RECEIVED BY OCTOBER 31, 2005**

Post completed application to:

Self-Help Program, U.S. Embassy  
P.O. Box 9123, Dar es Salaam  
Telephone #2668001 Ext. 4166, Fax #2668238/2668373

## **AMBASSADOR'S SPECIAL SELF-HELP FUND** **GUIDELINES FOR SUBMITTING PROJECT PROPOSALS**

The Ambassador's Special Self-Help Fund was created to demonstrate the United States Government's interest in the welfare of local communities in less developed countries. This program is designed to aid those organizations and communities that are willing to **help themselves**. THE GREATER THE INVOLVEMENT AND CONTRIBUTION FROM THE LOCAL COMMUNITY AND THE MORE PEOPLE THE PROJECT WILL BENEFIT, THE BETTER YOUR CHANCES ARE TO QUALIFY FOR ASSISTANCE. Projects will be judged on merit and how they compare to other submitted applications. Normally, grants will not exceed TSh. 6,000,000, so those applicants whose requirements can be satisfied below that level are likeliest to receive favorable consideration. Proposals received by October 31 will be evaluated for funding in the following year. Please use the application checklist on the reverse.

### **EXAMPLES OF ACCEPTABLE PROJECT PROPOSALS**

We are always interested in receiving proposals for innovative and exciting projects. **Project proposals must be submitted by the local community group**, and not by local officials. The items listed here are not the only we will consider, but they are examples of acceptable projects:

#### **WATER PROJECTS:**

Boreholes, irrigation, water storage tanks and related equipment

#### **HEALTH CARE PROJECTS:**

Rural clinics, solar electrification, improving sanitary conditions  
(NO medicine, drugs or counseling)

#### **SOLAR /ENERGY EFFICIENCY/ENVIRONMENTAL PROJECTS:**

Energy-saving and recycling concepts, environmental protection

#### **INCOME GENERATING:**

Weaving looms, carpentry tools, grinding machines, brick-making machines, etc.

**NOTE:** Groups must have diverse membership (no single families) and must be already established.

### **WE CANNOT FUND THE FOLLOWING TYPES OF PROJECTS**

- Start-up projects, stand or property purchase
- Personal/individual/single family enterprises
- School or exam fees
- Operating costs such as rent, salaries, stationery, etc.
- Personal services, including payments for labor
- Raw materials, musical instruments, fertilizers or food (Flour, eggs, etc.)
- Vehicles
- Construction of teachers or staff housing, school offices or large construction proposals such as clinics, or repairs due to neglect or disrepair
- Projects of a purely political, military or religious nature
- Purchase of cattle or cattle-fattening, poultry or pigs
- Advocacy or research projects
- Credit or revolving loan programmes